




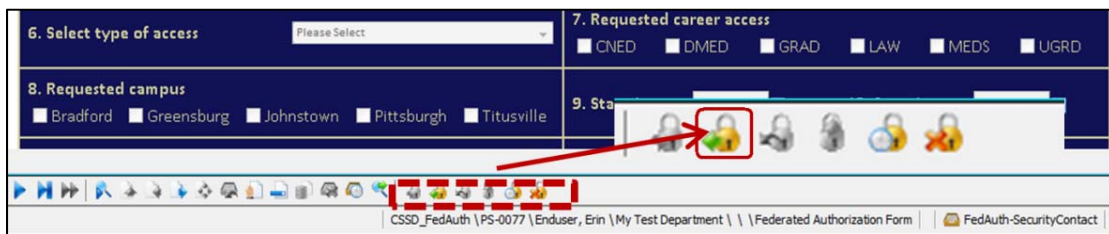
Federated Authorization: Approve an Access Request (for Data Stewards)

Requests for access to the University of Pittsburgh's PeopleSoft Student Information System and Data Warehouse can be submitted using an online form. As a Data Steward, you will receive an email notification when a Security Contact submits an online access request that requires your approval. Complete the following steps to review and approve the request.

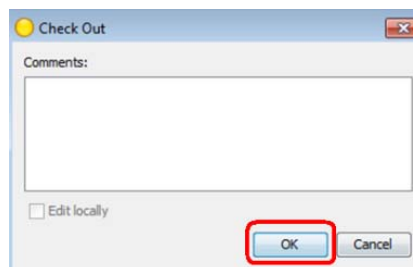
1. Click the **View and Approve Request** link in the email you received.
2. Log in to WebNow with your University Computing Account username and password.



3. The form will display. Click the **Check Out** icon  located near the bottom of the window.



4. Click **OK** to close the **Check Out** comments box.



- Review the form, particularly the **Purpose of Request** field near the top, and the training options and access roles that have been selected in the **Authorization Checklist** section. Make modifications as necessary.

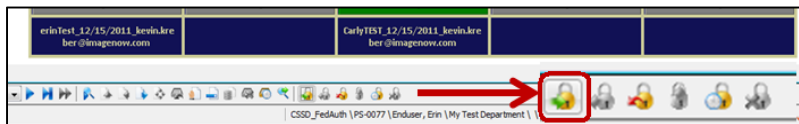
Authorization Checklist	
Training Request	
Pre-Requisite Training Class	
<input checked="" type="checkbox"/> PS101 Introduction to PeopleSoft	
Training Classes	
<input type="checkbox"/> CO201 View the Course Catalog	<input type="checkbox"/> CS201 View the Class Schedule
<input type="checkbox"/> AD202 Admissions User Essentials	<input type="checkbox"/> SE202 Enrolling Students (SR_ADVISOR1 role or SR_ADVISOR2 role)
<input type="checkbox"/> SF203 Student Account Overview (SF_VIEW role)	<input type="checkbox"/> SF201 Posting Department Aid (SF_DEPARTMENT_AID role)
<input type="checkbox"/> AS201 Academic Record Views (SR_ACAD_SUPPORT_1 role)	<input type="checkbox"/> AS202 Records Management (SR_ACAD_SUPPORT_2 role)
Registrar's Office Training Classes	
<input type="checkbox"/> RG101 Create Permission Numbers (Required for SR_CLASS_PRM_NBR role)	<input type="checkbox"/> RG102 Create Instructor/Advisor Records (Required for SR_INSTRUCTOR_ADVISOR_ASSIGN role)
Student Record Roles <input checked="" type="checkbox"/>	
Academic Advisement, Milestones and Academic Standing <input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Update Milestones for Students - SR_ACAD_SUP_MILESTONES	<input checked="" type="checkbox"/> View Milestones for Students - SR_ACAD_SUP_MLSTNS_VIEW_ONLY
	<input type="checkbox"/> Update Academic Standing - SR_ACAD_STAND_UPD
Program Plan & Enrollment <input type="checkbox"/>	
Advisors & Transfer Credit <input type="checkbox"/>	
Class Scheduling <input type="checkbox"/>	
Class Permission Numbers <input type="checkbox"/>	
Admission Roles <input type="checkbox"/>	
Financial Aid Roles <input type="checkbox"/>	
Student Financial Roles <input type="checkbox"/>	

Review roles that have been selected

- Click the **Click to Sign** button at the bottom of the form under the **Data Steward** column.

Authorization				
Access to the University's PeopleSoft and Student Data Warehouse environments requires signed approval from two recognized authorizers (the security contact and a supervisor with authorization privileges). The appropriate Enterprise Federated Authorization Checklist must be included. Please complete all appropriate forms and fax to CSSD Receptionist at 412-624-8572. Questions? Contact the University's Technology Help Desk at 412-624-HELP [4357] or helpdesk@pitt.edu				
With my submission, I affirm that I have read and understand University Computing, Information and Data Policies 10-02-04, 10-02-05 and 10-02-06, and will abide by these policies, and use the requested data access only as required in the performance of my University duties, as restricted by policies 09-08-01 and 10-02-07 regarding access to student educational records.				
I am also aware that my request will undergo review by the CSSD Security team for compliance with those policies.				
User	Supervisor	Security Contact	Data Steward	CSSD Security Analyst
			Click to Sign	
fedauthdemo_02/08/2012	fedauthdemo_02/08/2012	fedauthdemo_02/08/2012		

- Click the **Check In** icon  located near the bottom of the window.



- The form will be routed to CSSD for review and processing.

Get Help

The Technology Help Desk at 412 624-HELP [4357] is available 24 hours a day, seven days a week to answer your technology-related questions. Questions can also be submitted via the Web at technology.pitt.edu.